

## City & Borough of Wrangell

## Position Description

Position: Harbor Maintenance/Security	Type: Permanent, Full-Time
Department/Site: Harbor Department	FLSA: Non-exempt
Reports to/Evaluated by: Harbormaster	Salary Grade: 13

### Summary

Performs light maintenance outlined by Harbormaster or designee. Collects daily inventory of all vessels utilizing harbor facilities and items stored on Port properties. Assigns transient moorage to vessels and performs basic office duties. Works with the public as well as other borough departments and state and federal agencies. Performs duties as part of the Department of Homeland Security Port Security Plan.

### Distinguishing Career Features

Harbor Maintenance/Security works under the close supervision of the Harbormaster to carry out the day to day work to assure harbor equipment is running smoothly and safely

### Essential Duties and Responsibilities

- Completes maintenance projects outlined by maintenance personnel.
- Collects the daily inventory of vessels and stored items utilizing Port and Harbor facilities.
- Performs security patrols in all Port and Harbor facilities.
- Enforces Port and Harbor rules and regulations.
- Monitors vessels to avoid sinking or damage to facilities and contacts vessel owners when needed.
- Keeps Port and Harbor facilities (hoists, dumpsters, used oil containers, floats, parking lots, storage lots) clean from garbage or debris.
- Conducts other Port and Harbors related business such as moorage assignment, billing, boatyard duties or other duties as assigned by Harbormaster.
- Performs and enforces duties outlined in the Wrangell Port Security Plan.

### Qualifications

- **Knowledge and Skills**

Requires basic computer skills sufficient to run harbor management program. Ability to communicate effectively and politely with the public. Requires boat handling skills.

- **Abilities**

Ability to operate, or learn to operate, port equipment including but not limited to, boats, forklifts, loaders, four wheelers, snow blowers, pressure washers, drills, saws, welders and other mechanical equipment. Ability to communicate courteously and professionally to customers, coworkers, and members of the general public.

- **Physical Abilities**

Ability to lift and carry 50 pounds. Ability to work in all weather conditions. Ability to work throughout all hours of the day.

- **Education and Experience**

High school diploma or GED.

- **Licenses and Certificates**

Valid Alaska Driver's License. Valid CDL preferable or the ability to gain one within 6 months. Basic First Aid and CPR certificate or the ability to gain certificate within 6 months. Valid TWIC card or the ability to obtain one within 6 months.

- **Working Conditions**

Work is performed outdoors in all weather conditions and at all hours.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*